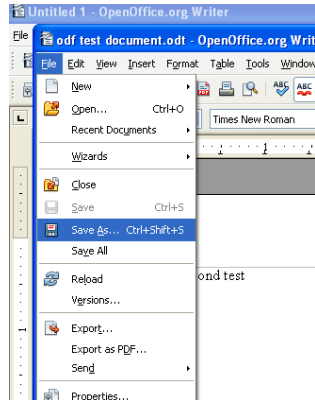


Saving as a Word Document in Open Office –

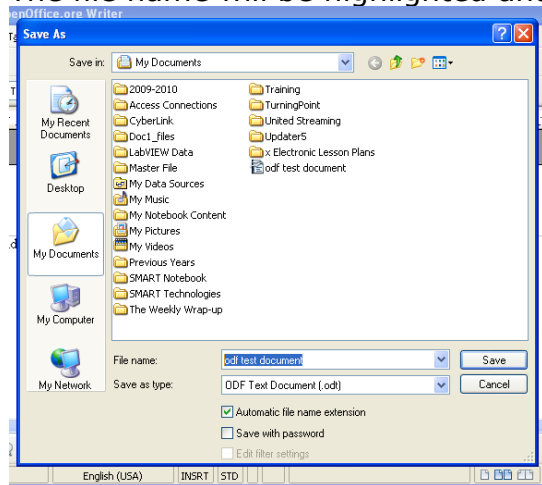
When a student is going to send a document to a recipient who uses Microsoft Word they will need to make sure that document is first saved in a Word format. The steps are outlined below.

1. If the document has already been saved as an OpenOffice file (.odt) the student will need to open the document and select **"Save As"** from the File drop down menu (see image).

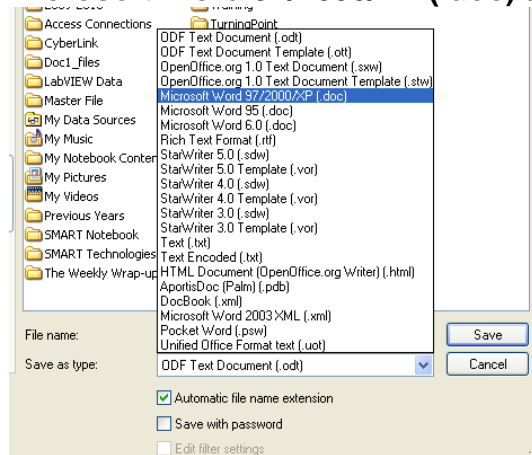
NOTE: If this is the first time they are saving the document they can skip this step.



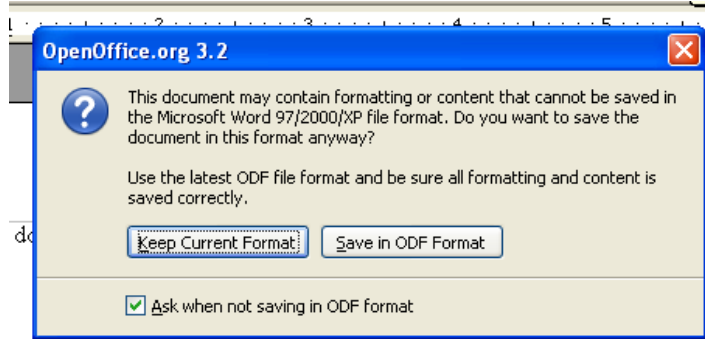
2. The **Save As** window will appear.
The file name will be highlighted and can be changed during this step.






3. Use the drop down menu in the **Save as type** box to select **Microsoft Word 97/2000/XP (.doc)** as the format. Click the **Save** button.



4. A new window will appear conforming that you want to save in this format. Click the **Keep Current Format** button.



5. There will now be a Microsoft Word icon next to the file name. If there are two versions of the file in the student's computer they will need to make sure they submit/send the correct version to the teacher. The image below shows the difference in the icons.

	odf test document	9 KB	Microsoft Word Doc...	9/23/2010 2:27 PM
	odf test document	8 KB	OpenDocument Text	9/23/2010 12:00 PM
				

NOTE: Some students are choosing to save the document they are sending to the teacher on their desktops for easy access. This may also ensure that the correct version is being sent.